



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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NAVSUPINST 3590.1D

SUP 40

13 November 2001

NAVSUP INSTRUCTION 3590.1D

Subj: AMERICAN PETROLEUM INSTITUTE (API) AWARDS

Encl: (1) API Trophies and Commemorative Plaque Photographs
(2) API Award Categories

1. Purpose. To update procedures identifying and recognizing operating excellence in fuel management and fuel-handling operations at U.S. Navy and U.S. Marine Corps (USMC) activities. To identify and recognize individuals for superior contributions to Navy and Marine Corps fuel operations and the Fleet fuel support mission as well as to enhance morale and esprit de corps within the fuel community.

2. Cancellation. NAVSUPINST 3590.1C. This instruction has been revised significantly and must be reviewed in its entirety.

3. Background. The API is an internationally recognized trade organization for the petroleum industry. It sets standards and provides technical direction for all aspects of petroleum production, refining, measurement and fuel handling on a worldwide basis. The API Award Program is under the sponsorship of that organization.

4. Policy. The Commander, Naval Supply Systems Command (NAVSUP), via the Navy Petroleum Office (NAVPETOFF), administers the API Award Program.

5. Program. The award program is divided into four award categories that honor commands and a fifth category to honor individuals. The four activities which honor commands are Category I, Navy Bulk Fuel Terminals; Category II, Navy Retail Fuel Activities; Category III, Marine Corps Non-Tactical Fuel Activities; and Category IV, Marine Corps Tactical Units. Category V serves to recognize the individual achievements and contributions of Navy and Marine Corps fuel personnel.

6. Awards. The award period is 1 January through 31 December of each calendar year and awards are presented annually.

a. Activity Awards. The winner in each category is presented a perpetual trophy for display until the next award period and a commemorative plaque for permanent display (refer to enclosure (1)) along with a letter of recognition.

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Likewise, the runner-up in each category is recognized and presented a commemorative plaque and a letter of recognition.

b. Individual Awards. An officer, Chief Petty Officer (CPO)/Staff Non-Commissioned Officer (SNCO), enlisted and civilian will be selected from the Navy and the Marine Corps. The winner in each category; i.e., "Outstanding Navy Fuels Officer of the Year" and "Outstanding Marine Corps Fuels Officer of the Year" is presented a commemorative plaque and a letter of recognition. Additionally, their names will be inscribed on a perpetual plaque to be displayed at NAVPETOFF.

7. Eligibility

a. Activity Award. All U.S. Navy terminals, air stations, Marine Corps bases, Tactical Units, Fleet fuel-support activities, base operating services and Alongside Aircraft Refueling Contract operations are eligible to compete for the award. Enclosure (2) is a list of major Navy and Marine Corps fuel activities that are eligible to participate in the award program. Activities are ineligible if they, during the evaluation period, received a less than satisfactory rating in Supply Management Assessments or similar command inspections; caused a major accident, incident or fuel spill; had a fatality; did not perform monthly inventory reconciliation for two consecutive periods; or repeatedly incurred inventory gains/losses that exceeded the allowable tolerance.

b. Individual Award. All U.S. Navy and Marine Corps military and civilian employees who are assigned to, and have performed in a fuel position during the award period are eligible to compete. Enclosure (2) also lists the eligibility for each of the eight individual categories.

8. Nominating Procedures. Annually, during the month of October, NAVPETOFF will promulgate an invitation to participate in the award program.

a. Activity Award. Navy and Marine Corps activities desiring to compete should forward a concise self-appraisal via their appropriate chain of command, to include their type commander or major claimant, to NAVPETOFF.

(1) Self-appraisals submitted by the participating activities must be limited to one cover page and two pages of text/accomplishments.

(2) The self-appraisal should highlight major accomplishments and significant contributions to Navy and Marine Corps fuel operations and Fleet fuel support missions. To expedite processing, activities are encouraged to submit appraisals electronically.

(3) Major claimants will review respective nomination packages, select/rank contenders from each category and forward the names, ranking and packages to NAVPETOFF to compete in the final selection process. The data and packages must arrive at NAVPETOFF not later than the last day of February following the 12-month period of consideration. (Paragraph 10 states timelines.)

b. Individual Award. Activities desiring to nominate individuals should forward a nomination package containing a unit/organization transmittal letter, personal data sheet, and letter listing the nominee's specific accomplishments. The package shall be routed via their appropriate chain of command, to include their type commander or major claimant to

(1) The personal data sheet should be typed on plain bond paper in 10 or 12 pitch font with 1-inch margins and contain: (double space between each category)

NAME OF NOMINEE (First Middle Initial, Last)

RANK/GRADE

DUTY TITLE:

ASSIGNED ORGANIZATION AND LOCATION:

BRIEF DUTY/POSITION DESCRIPTION

NAME OF NOMINATOR (First, Middle Initial, Last)

RANK/GRADE:

DUTY TITLE:

ASSIGNED ORGANIZATION AND LOCATION:

DUTY PHONE: (DSN and Commercial

E-MAIL ADDRESS:

(2) The letter of specific accomplishments should be typed on plain bond paper in 10- or 12-pitch font, single spaced and with 1-inch margins. Each page must contain a header with the full name of the individual being nominated. The letter must be limited to no more than two pages of text. The text should highlight the individual's specific accomplishments during the award period.

(3) Major claimants will review the respective nomination packages, select/rank contenders and forward the packages to NAVPETOFF to compete in the final selection process.

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The data and packages must arrive at NAVPETOFF not later than the last day of February following the 12-month period of consideration.

9. Selection Procedures. NAVPETOFF will empanel a team of Navy and Marine Corps fuel specialists who will evaluate and rate the top nomination packages in each category forwarded by the major claimants.

a. Activity Award. The evaluation will be based upon outstanding contributions to the Navy/Marine Corps fuel mission during the rating period as well as overall satisfactory performance in all areas of petroleum management, environmental protection and any other significant accomplishments. The activities in each category with the highest scores may be selected for an on-site visit. On-site visits are conducted to validate self-appraisal data, observe facilities and operations first-hand, communicate with personnel, and collect data/ideas for use/implementation at other activities. If no site visits are scheduled, the activity in each category with the highest score/rating on the self-appraisal will be declared the winner and the second activity the runner-up.

b. Individual Award. The evaluation will be based upon outstanding contributions to the Navy/Marine Corps fuel mission, duty performance, self-improvements, community relations and other significant accomplishments. Winners will be notified to provide NAVPETOFF with a 4 by 6 inch, head and shoulder color portrait; military personnel in uniform and civilian employees in comparable civilian dress.

10. Award Presentation and Trophy Custody

a. Activity Award. NAVPETOFF and HQ USMC will arrange with the winning activity for the presentation of the API trophy at an appropriate ceremony. The trophy will remain in the custody of the winning activity until requested for presentation at the next award ceremony. The winning activity should prominently display the API trophy to attract maximum military and public notice. Care should be exercised at all times to preserve the trophy for future presentations. The activity in possession of the trophy will be asked to repack and reship the trophy (per instruction provided by NAVPETOFF) in sufficient time to prepare the trophy for presentation to the next winner.

b. Individual Award. Individual award winners will be presented a letter of recognition and a commemorative plaque at an appropriate ceremony. A perpetual plaque will be displayed at NAVPETOFF inscribed with the winner's name.

11. Time Table. All actions should be completed by the end of the period specified. Late submissions are not accepted.

October NAVPETOFF notifies and solicits inputs from commands and eligible activities/individuals for the current year's award. (The award period is 1 January through 31 December.)

January Navy and Marine Corps activities forward self-appraisals and individual nominations via their appropriate chain of command, to include their type commander or major claimant, for evaluation and nomination.

February Major claimants forward self-appraisal and individual nominee packages and ranking from each category to NAVPETOFF for consideration in final selection process.

March/April A review board of Navy and Marine Corps personnel will evaluate respective self-appraisals and nominee packages of the top contenders in each category and select the winner and runner up. The final activity selection process may include a site visit

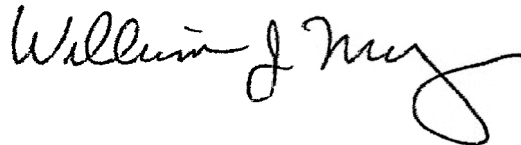
April/May NAVPETOFF formally announces the winner in each category and coordinates award presentations.

May NAVPETOFF presents the awards

12. Questions, comments and recommendations should be addressed to:

Navy Petroleum Office
8725 John J. Kingman Road, Suite 3724
Fort Belvoir, VA 22060-6224
DSN 427-7358, COM 703-767-7358
FAX extension -7389

Information and special notices on the award program are posted on the NAVPETOFF web site at <http://www.navpetoff.navy.mil>.



W. J. MAGUIRE
Vice Commander

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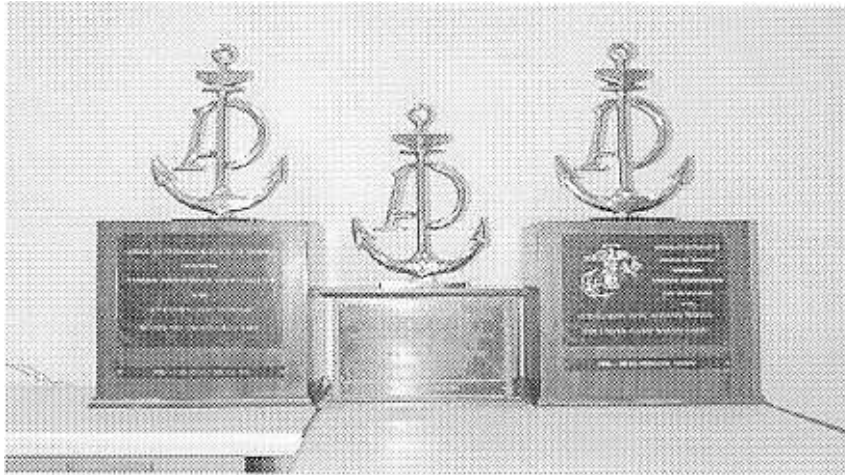
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API TROPHIES AND PLAQUE



Picture #1: API Trophies for Category I, Navy Marine Bulk Fuel Terminals; Category II, Navy Retail Fuel Activities; and Category III, Marine Corps Fuel Activities. (Trophy for Category IV, Marine Corps Tactical Units is not shown).



Picture #2: Commemorative plaque presented to the winner and runners-up in each category for permanent display.

API AWARD CATEGORIES

CATEGORY I - NAVY BULK FUEL TERMINALS

COMNAVSUPSYSCOM

FISC Jacksonville
FISC Norfolk
FISC Pearl Harbor
FISC Puget Sound
FISC San Diego
FISC Yokosuka

CINCLANTFLT

NAVSTA Guantanamo Bay, CU
NAVSTA Roosevelt Roads, PR

CINCPACFLT

NAVSUPPFAC Diego Garcia, BIOT
COMNAVMARIANAS GU

CINCUSNAVEUR

NAVSTA Rota, ES

CATEGORY II - NAVY RETAIL FUEL ACTIVITIES

COMNAVAIRSYSCOM

NAWS China Lake, CA
NAVAIRENGSTA Lakehurst, NJ
NAS Patuxent River, MD

CINCPACFLT/COMNAVAIRPAC

NAF Atsugi, JP
PMRF Barking Sands, HI
NAF El Centro, CA
NAS Fallon, NV
NAS Lemoore, CA
NAS North Island, CA
NAVAIRWARCENWPNDIV Point Mugu, CA
NAS Whidbey Island, WA

CINCLANTFLT/COMNAVAIRLANT

NAS Brunswick, ME
NAS Jacksonville, FL
NAS Keflavik, IC
NAF Key West, FL
SUBASE Kings Bay, GA
NAVSTA Mayport, FL
NAVSTA Norfolk, VA
SUBASE New London, CT
NAS Oceana, VA

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CINCUSNAVEUR

NAS Sigonella, IT
NAVSUPPACT Souda Bay, GR

CNET/CNATRA

NAS Corpus Christi, TX
NAS Kingsville, TX
NAS Meridian, MS
NAS Pensacola, FL
NAS Whiting Field, FL

COMNAVRESFOR

NAS Atlanta, GA
NAS JRB Fort Worth, TX
NAS JRB New Orleans, LA
NAS JRB Willow Grove, PA
NAF Washington, DC

CATEGORY III - USMC FUEL ACTIVITIES

COMCABEAST

MCAS Beaufort, SC
MCAS Cherry Point, NC
MCAS New River, NC
MCAF Quantico, VA

COMCABWEST

MCAS Camp Pendleton, CA
MCB Camp Pendleton, CA
MCAS Miramar, CA
MCAS Yuma, AZ

COMMARFORLANT

MCLB Albany, GA
MCB Camp Lejeune NC

COMMARFORPAC

MCLB Barstow, CA
MCB Camp Butler, Okinawa
MCAS Futenma, JP
MCAS Iwakuni, JP
MCAF Kaneohe Bay, HI
MCB Hawaii Kaneohe Bay, HI

MCCDC

MAGTFTC 29 Palms, CA

CATEGORY IV - USMC TACTICAL UNITS

1st Bulk Fuel Company, 7th Engineer Support Battalion,
1st Force Service Support Group

1st Bulk Fuel Company, 8th Engineer Support Battalion,
2nd Force Service Support Group

1st Bulk Fuel Company, 9th Engineer Support Battalion,
3rd Force Service Support Group

Marine Wing Support Group 17, 1st Marine Aircraft Wing
(Support Squadrons 171 and 172)

Marine Wing Support Group 27, 2nd Marine Aircraft Wing
(Support Squadrons 271, 272, 273, and 274)

Marine Wing Support Group 37, 3rd Marine Aircraft Wing
(Support Squadrons 371, 372, 373 and 374)

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CATEGORY V: OUTSTANDING FUELS INDIVIDUAL AWARDS

Category: Navy	Who is Eligible:
Navy Fuel Officer of the Year	Any Navy commissioned/warrant officer who filled/worked in a petroleum management position during the award period.
Navy Fuel Chief Petty Officer of the Year	Any E-7 thru E-9 who filled/worked in a petroleum management or handling position during the award period.
Navy Fuel Petty Officer of the Year	Any E-4 thru E-6 who filled/worked in a petroleum management or handling position during the award period.
Navy Fuel Civilian of the Year	Any civilian employee who filled/worked in a petroleum management or handling position during the award period.

Category: Marine Corps	Who is Eligible:
Marine Corps Fuel Officer of the Year	Any Marine Corps commissioned/warrant officer who filled/worked in a petroleum management position during the award period.
Marine Corps Fuel Staff NCO of the Year	Any E-6 thru E-9 who filled/worked in a petroleum management or handling position during the award period.
Marine Corps Fuel NCO of the Year	Any E-4 thru E-5 who filled/worked in a petroleum management or handling position during the award period.
Marine Corps Fuel Civilian of the Year	Any Government civilian employee who filled/worked in a petroleum management or handling position during the award period.